

North Carolina Immunization Registry (NCIR)

Reporting Wasted Vaccine (Non-COVID-19 Vaccine)

User Guide

Last Updated: October 28, 2021



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response

Steps to Document Wasted Vaccine

Step 1 of 5: Navigate to Inventory Page

From the homepage, click **Manage Inventory**

home change password logout help desk

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

announcements:

- NEW 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
- NEW 02/04/2016 ~ [2016 Immunization Schedules](#)
- NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
- NEW 12/08/2015 ~ [Pentacel Update](#)
- NEW 11/19/2015 ~ [Holiday Shipping](#)
- [more announcements](#)

release notes:

- NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0
- [more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
TEST ORGANIZATION	Imovax Rabies ID	123456	998	N	06/01/2016
TEST ORGANIZATION	RabAvert	abc def	998	N	07/01/2016
TEST ORGANIZATION	YF-VAX	test_yfvax	97	N	06/30/2016
Wright Way Peds	Adacel	AD4857894	1	N	03/29/2016

Audience

Administrator

Step 2 of 5: Navigate to Inventory

Click **Show Inventory**.

Audience

Administrator

UAT Region 7.2.3

System Monitoring
manage exceptions
check report status
show users

General
system user manual

Organizations
switch organizations
manage organizations

Manage Inventory	
Show Inventory for Sites....	Show Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

Manage Inventory

Add Inventory for Site (bqs site)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: bqs site

Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired
☒ State ☐ Private ☐ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input checked="" type="checkbox"/>	Boostrix	123456	10	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028
<input type="checkbox"/>	FluMist LAIV4	yi9086	15	Y	Y	08/08/2029
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	12584	200	Y	Y	08/08/2025
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	fyi890	45	Y	Y	08/08/2045

Y = Yes (i.e. state vaccine)

Audience

Administrator

Step 4 of 5: Enter Wasted Dose Quantity

1. In the **Modify Quantity On Hand** section, choose '**Subtract**' from the **Action** drop down list.
2. Enter the number of doses wasted in the **Amount** column.
3. Choose '**Wasted Doses**' from the **Category** drop down box.
4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
5. Click **Save**.

Audience

Administrator

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....

Return to the Previous Screen....

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
Boostrix	123456	10	Subtract ▼	2	Wasted Doses ▼

* Reason Wasted:

broken vial

* Preventive Action:

will be more careful to not break vials

Step 5 of 5: Review Inventory

You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.

organization **TEST ORGANIZATION** • user **Athena Roberts** • role **Administrator**

Manage Inventory

Add Inventory for Site (bqs site).... Add Inventory

Modify Quantity On Hand for Selected Sites.... Modify Quantity

Show Transactions for Sites.... Show Transactions

Return to the Previous Screen.... Cancel

Site: Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired
☒ State ☐ Private ☐ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	Boostrix	123456	8	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028

Audience

Administrator

Steps to Run and Send Wasted/Expired Report

Step 1 of 3: Select Date Range for Report

If you wanted to wait to run this report once a month, you could enter the dates to cover a month's period. This part really depends on how much vaccine is wasted and or expired in your facility.

Audience

Administrator

organization **TEST ORGANIZATION** • user **Athena Roberts** • role **Administrator**

Request Wasted/Expired Report

* From Date:

* To Date:

Generate

Cancel

*NOTE: Fields marked with an asterisk * are required.*

1. Click on **request wasted/expired**.
2. Enter the **From Date** and the **To Date**. This date range will give you all the wasted and expired transactions for that period.
3. Click **Generate** to view the report.

Step 2 of 3: View Report

The wasted/ expired report will appear as a pop-up.

- Make sure the pop-up blocker is not turned on for the NCIR. You may need to make the report bigger to view. In some computers it will be a small pop up and in others it will be bigger already. The report is viewed through Adobe Reader.

Audience

Administrator

North Carolina Department Health and Human Services
Division of Public Health
WASTED/EXPIRED VACCINE REPORT
Date Range From: 04/16/2008 To: 04/16/2008

Provider Name: NORTH CAROLINA IMMUNIZATION User Completing Form: Rebecca Sweeney Slt Digit PIN# 432444
Provider Federal ID Number: 11111111-55 Phone Number: (919)715-6770 Date Reporting: 04/15/2008

Please return all opened and unopened wasted/expired vaccines. Do not return drawn vaccine. Further instructions can be found at the end of the report.

Vaccine	Lot #	Total Doses Wasted or Expired	Reasons Wasted	Preventive Action for Wasted or Expired Doses	Date Message Occurred or Expired	Expiration Date	Date Received & Status
DTaPw	Infants	ABC 123	13.8	Tray fell on the floor and was broken.	12/30/2009	02/29/2010	For Immunization Check use only
Td Step	Adult	ADA1234	1.0	broken vial	04/15/2008	06/05/2008	

Generated by the North Carolina Immunization Registry on 04/15/2008 08:53 AM Page 1 of 2

Done Unknown Zone

Step 3 of 3: Print Report

This report shows the doses you documented as wasted. You can print this report for your office's records.

Audience

Administrator

North Carolina Department Health and Human Services
Division of Public Health

WASTED/EXPIRED VACCINE REPORT

Date Range From: 04/15/2008 To: 04/15/2008

Provider Name: NORTH CAROLINA IMMUNIZATION

User Completing Form: Rebecca Sweeney

Six Digit PIN# 432444

Provider Federal ID Number: 111111111-88

Phone Number: (919)715-6770

Date Reporting: 04/15/2008

Please return all opened and unopened wasted/expired vaccines. Do not return drawn vaccine. Further instructions can be found at the end of the report.

Vaccine		Lot #	Total Doses Wasted or Expired	Reason Wasted	Preventive Action for Wasted or Expired Doses	Date Wastage Occurred or Expired	Expiration Date	Date Received & Initials
DTP/aP	Infanrix	ABC123	13.0	Tray fell on the floor and vials broke.		12/05/2006	02/28/2007	For Immunization Branch use only
Td-Tdap	Adacel	ADA1234	1.0	broken vial	Will be more careful to not break vials	04/15/2008	08/08/2009	

Where to Go for More Help?



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee

Appendix

NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager